



CITY OF ATLANTA

SHIRLEY FRANKLIN
MAYOR

55 TRINITY AVENUE, S.W.
ATLANTA, GEORGIA 30335-0300
TEL (404) 330-6100

02-C -0737

April 30, 2002

President Cathy Woolard and
Members of Atlanta City Council
City Hall, Suite 2900 South
68 Mitchell Street SW
Atlanta, Georgia 30335

RE: Reappointment to Civil Service Board

Dear President Woolard and Members of the Council:

It is a pleasure for me to appoint **Sam Dowdy** to serve as a member of the **Civil Service Board** of the City of Atlanta. This reappointment is for a **term of three (3) years**, scheduled to begin on the date of Council confirmation.

I am confident that Mr. Dowdy will serve the Civil Service Board and the City of Atlanta with distinction. A resume is attached for your perusal.

Sincerely,



Shirley Franklin

Enclosures

RESUME

Sam B. Dowdy

227 Griffin St
Atlanta, GA 30314

EDUCATION

1936 to 1940 Allen University
Columbia, SC
B.A., 1940
Major: English

SPECIALIZED TRAINING

1973 University of Michigan, Ann Arbor, MI
Graduate School of Business
Negotiating and Administering the Labor Contract
:
1971 Postal Service Management Institute, Bethesda, MD
Modern Personnel Management

1979 Time Management
1979 Women As Management Resources
1980 Managing Relationships for Productivity
1984 Employee Involvement Training
1984 Quality of Worklife for Managers
1985 Social Style Awareness

EMPLOYMENT

1986 to 1990 Division Manager, Employment & Development
1979 to 1986 Sectional Center Director, Human Resources
1970 to 1979 Manager, Labor Relations
1967 to 1970 Assistant Executive Secretary, Post Office Establishment
Board
1965 to 1967 Foreman, Mails
1948 to 1965 Postal Clerk

RESPONSIBILITIES

From 1979 until 1986, coordinated and supervised the Safety Program, Labor Relations, Employee Relations, Health Services, Employee Development and the Equal Employment Opportunity Program. I was responsible for program design, program implementation and program accountability. Was Also responsible for budget preparation and Management by Objectives. These duties involved approximately 12,000 employees.

Advised and assisted Postmasters and Supervisors on labor problems and trained Labor Representatives in arbitration advocacy. Represented Management in cases at arbitration, the Civil Service Commission (now the Merit Systems Protection Board), the Equal Employment Opportunity Commission and have written numerous post hearing briefs in support of these cases.

Served, on occasion, as an advisor to the Assistant U. S. Attorney and Postal Attorneys on postal matters in preparing cases for the Federal Court and the National Labor Relations Board.

RESPONSIBILITIES

Developed, prepared and presented training sessions on Labor Relations and Human Relations for Supervisors and Postmasters in the Division.

During the 1975, 1978, 1981 and 1984 local negotiations, I served as Chief Spokesperson for Management and negotiated contracts (Local Memoranda of Understanding) with three separate labor unions.

I have spoken before groups relative to Employee and Labor Relations matters, including affirmative action and upward mobility. Have served as both chairman and member of numerous promotion advisory boards.

For approximately 3 years, served as Assistant Executive Secretary, Post Office Establishment Board. Duties included the anticipation and provision of manpower needs, assisting and advising Postmasters in developing recruiting programs, employee placement; developing examination announcements, coordination of scheduling program for the 4 state region; assigning ratings and ranking positions in unassembled examinations and maintaining communication with Postmasters and Examiners-in-Charge in the 4 state area.

Served as Foreman of Mails for approximately 2 1/2 years. Supervised and provided leadership for 50 to 70 employees in the production area. Prepared work assignments; anticipated and observed workload for efficient utilization of personnel. Counseled and trained employees; resolved grievances; maintained records involving work measurements.

Served for two years as a member of the Post Office Board and Civil Service Examiners. Constantly appeared before large and small groups. Conducted examinations during this period for well over 20,000 competitors, read, interpreted and applied rules and regulations regarding the examining procedures.

MILITARY

Military duty - approximately 5 years. Served as Warrant Officer in the capacities of Assistant Plans and Training Officer and Battalion and Group Supply Officer. As Assistant Plans and Training Officer, developed plans for combat training for and entire battalion. Exercised the necessary follow-up to assure the success of the program. Supervised a staff of 7. As supply Officer, directed the total program for the procurement of all equipment, heavy and light.

CIVILIAN

Elementary School Principal and teacher for two years. Assessed teacher performance, compiled required reports and necessary correspondence. Responsible for overall discipline. Organized Parent-Teacher Association and served as liaison between community and School Board. Prepared lesson plans and taught the usual subjects in 5th, 6th and 7th grades.

OTHER

1974 to present Member & Secretary, Board of Directors, Atlanta Postal Credit Union. An institution with assets totaling \$437 million dollars.

1968 to 1970 Member, Neighborhood Planning Unit

02-C-0737

(Do Not Write Above This Line)

A COMMUNICATION

FROM MAYOR SHIRLEY FRANKLIN

A COMMUNICATION FROM MAYOR SHIRLEY
FRANKLIN REAPPOINTING SAM DOWDY TO THE
CIVIL SERVICE BOARD

- ☐ CONSENT REFER
☐ REGULAR REPORT REFER
☐ ADVERTISE & REFER
☐ 1st ADOPT 2nd READ & REFER
☒ PERSONAL PAPER REFER

Date Referred 5/6/02

Referred To: Comm on Council

Date Referred

Referred To:

Date Referred

Referred To:

First Reading

Committee _____
Date _____
Chair _____
Referred to _____

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)
Other:

Members

Refer To

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)
Other:

Members

Refer To

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)
Other:

Members

Refer To

Committee

Date

Chair

Action:

Fav, Adv, Hold (see rev. side)
Other:

Members

Refer To

FINAL COUNCIL ACTION

☐ 2nd ☐ 1st & 2nd ☐ 3rd

Readings

☐ Consent ☐ V Vote ☐ RC Vote

CERTIFIED

MAYOR'S ACTION